BILL INFORMATION REPORTS

INTRODUCTION

The Bill Information Reports page provides access to information about sponsors, governor's actions, passed bills, and chapter number/effective dates.

OBJECTIVE

The objective of this manual is to familiarize the user with how to access and print the Bill Information Reports. The Legislative Information Services Division uses information stored in the Bill Information System to generate these reports

If you have any questions or comments, please call the Legislative Information Services Division at 1-800-342-1827 (toll free WATS) or (850) 488-4371 (SUNCOM 278-4371). You may e-mail us at leg.info@leg.state.fl.us.

TO ACCESS THE GLOSSARY OF LEGISLATIVE TERMS

Refer to the Glossary located on Online Sunshine (http://www.leg.state.fl.us/) for definitions of legislative terms used in the reports.

To locate the Glossary, go to Online Sunshine:

    Click on *Legislative Information Center*..
    Click on *Glossary of Legislative Terms.*

The terms are listed in alphabetical order. Scroll through the list, using the scroll bar on the right, or the alphabet bar to view the list of terms.

    Click on the underlined words within the definitions for further clarification.

Legislative abbreviations and acronyms are also listed here.

    Scroll down the list to locate the selected abbreviation.
    Click on the selected acronym for an expanded definition of that acronym.

TO ACCESS THE BILL INFORMATION REPORTS

From your desktop, **go to Online Sunshine**

 Click on *Senate.*
Position the cursor on the *Session* tab on the left hand side of the page. A drop down menu will appear.
Click on *Bill Information Reports.*

TO PRINT ANY OF THE FOLLOWING REPORTS

 Click on the ***Print*** icon on the Adobe Tool Bar.

Make the following selections within the ***PRINT*** dialog box:

Name:
To select the printer you want to use:

 Click on the *Down* arrow to the right of the Name selection field.
 Click on the name of the printer you wish to use.

Print Range:

 Click on *All* to print all pages of report, *Current page* to print page that is being viewed, or *Pages From*: to print specific page numbers.

Copies:
Number of copies:

 Type in number of copies needed, or use buttons to the right of the field to select desired number of copies to be printed.

Print:
To change the default setting:

 Click on the *Down* arrow to select *even* or *odd* pages.

To print:

 Click on *OK*.

SPONSOR REPORTS/ARCHIVE SPONSOR REPORTS

These reports list, by sponsor, all the bills that are prime sponsored, co-sponsored, or committee/council-substituted, along with each companion bill.

NOTE: These reports are updated nightly.

Bill numbers with double asterisks are the sponsored bills. Companion bills, if there are any, appear below the sponsored bills.

Both Senate and House members' names are listed in alphabetical order.

> **Click** on *Sponsor Reports* or *Archive Sponsor Reports*

To determine the number of pages in each report:

> **Click** and hold on the vertical scroll bar, or look on the horizontal scroll bar.

To select *Session* year:

> **Click** on the *Down* arrow in the *Session* field.
> **Click** on the selected session.

Senator/Representative by Name

This report displays a list of all the bills the legislator sponsored.
Bill type, sponsor(s), linked/identical/similar/compare bill(s), short title, and the last three actions are shown for each bill.

NOTE: Archive Sponsor Reports show subject and last action only.

To select a senator or representative by name:

> **Click** on the *Down* arrow to the right of that selection field. An alphabetized list of members' names appears in the selection box.
> Scroll down, using the scroll bar located to the right between the Up and Down arrows.

To Select a senator or representative: (Can choose only one name at a time.)

> **Click** on the name.
> **Click** on *GO*.
> *(Continued on next page)*

To locate a specific bill within the report:

Click on the small box (with the plus sign) beside the member's name in the Bookmarks section.

Scroll down, using the scroll bar located to the right of the list
Click on the bill number to go directly to that bill.

Note: Click on the small box <u>again</u> to hide the list of bills.

Senator/Representative by District

This report contains a list of all bills sponsored by that district's senator or representative.

District numbers are listed in numerical order.

Click on the *Down* arrow located to the right of the selection field to open the selection field.
Scroll down, using the scroll bar located to the right between the Up and Down arrows.
Select district number. (The senator or representative's name is to the right of the district number)
Click on the district number.
Click on *GO*.

To locate a specific bill within the report:

Click on the small box (with the plus sign) beside the member's name in the Bookmarks section.
Scroll down, using the scroll bar located to the right of the list.
Click on the bill number to go directly to that bill.

Note: Click on the small box <u>again</u> to hide the list of bills.

Select a Senate/House Committee/ House Council

This report contains the bill type, linked/identical/similar/compare bills, short title, and the last three actions on each bill prime-sponsored, co-sponsored, or committee-substituted by the committee.

Click on the *Down* arrow located to the right of the selection field to open the selection box.
Scroll down, using the scroll bar located to the right between the Up and Down arrows.
Click on the desired committee.
Click on *GO*.
(Continued on next page)

To locate a specific bill within the report:

Click on the small box (with the plus sign) beside the member's name in the Bookmarks section.
Scroll down, using the scroll bar located to the right of the list.
Click on the bill number to go directly to that bill.

Note: Click on the small box <u>again</u> to hide the list of bills.

GOVERNOR'S ACTION REPORT

This report lists the bills that have passed both chambers of the Legislature, along with the Governor's action or the deadline date by which the Governor must act on the bill. The bills are listed in numerical order; the bill type is also listed.

Note: This report is updated three times each day.

Click on the *Down* arrow in the *Session* field to the right of Governor's Action Report.
Click on the selected session.

Click on the small box (with the plus sign) in the Bookmarks section, to the left of the report, to choose Senate or House bills.

Scroll down, using the scroll bar located on the right, to locate a specific bill.

Click on *Status of Passed Bills* to go directly to the last page of the report to view the total number of bills listed in each section, and for a key to the abbreviations contained in the report.

If you wish to view the report for another session, repeat the steps listed above.
If you need to view this report again, for the same session:

Click on *GO* instead of clicking on the selected session.

PASSED BILL REPORT

This report lists all the bills that have passed one or both chambers, and the Governor's action on the bills. The report also includes resolutions, concurrent resolutions, joint resolutions, and memorials. It is available in bill number and date sequence.

Note: This report is updated three times each day.

Passed Bill Report—*In Bill Order* for Senate and House

This report includes the bill number, date the bill passed, bill type, sponsor, and subject line.

    Click on the *Down* arrow in the *Session* field to the right of the desired report.
    Click on the selected session.

If you wish to view the report for another session, repeat the steps listed above.
If you need to view this report again, <u>for the same session:</u>

    Click on *GO* instead of clicking on the selected session.

The report is divided into five parts; see the Bookmarks section.

- Senate/House Bills Passed By The Senate
- Senate/House Bills Passed By The House and Senate
- Senate/House Bills Approved By The Governor
- Senate/House Bills That Became Law Without Signature
- Senate/House Bills Vetoed By The Governor.

    Click on the desired report.
    Scroll down, using the scroll bar located to the right between the Up and Down arrows, to locate the bill(s) in which you are interested. Sections of this report, or the entire report, may be printed.

Passed Bill Report—*In Date Order* for Senate and House

This report includes the bill number, date the bill passed, was approved by the Governor, became law without his signature, or was vetoed by the Governor, the bill type, sponsor, and subject line.

This report is also divided into five parts. (Please see Bookmarks.)

    Click on the *Down* arrow in the *Session* field to the right of the desired report.
    Click on the selected session.
    (Continued on next page)

Scroll through the report to locate a specific bill; sections of this report, or the entire report, may be printed.

If you wish to view the report for another session, repeat the steps listed above.
If you need to view this report again, <u>for the same session</u>:

    Click on *GO* instead of clicking on the selected session.

Total Bills Passed

This report provides the total number of bills passed, approved by the Governor, allowed to become law without his signature, vetoed by the Governor, or bills that became law, the veto notwithstanding.

    Click on the *Down* arrow in the *Session* field to the right of the desired report.
    Click on the selected session.

If you wish to view the report for another session, repeat the steps listed above.
If you need to view this report again, <u>for the same session</u>:

    Click on *GO* instead of clicking on the selected session.

CHAPTER NUMBER/EFFECTIVE DATE REPORT

This report lists all passed bills that can be assigned chapter law numbers, and also lists resolutions, concurrent resolutions, joint resolutions, and memorials.

The report is available in three formats:
- By chapter number
- By effective date
- By bill number.

Note: This report is updated three times each day.

Each report contains the same information; only the order in which the information is given changes.

> **Click** on the Down arrow in the Session field to the right of the selected report.
> **Click** on the selected session. Scroll down, using the scroll bar located to the right, between the Up and Down arrows, to locate the bill(s) you are interested in; sections of the report, or the entire report, may be printed.

If you wish to view the report for another session, repeat the steps listed above.
If you need to view this report again, for the same session:

> **Click** on *GO* instead of clicking on the selected session.